

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief receives and processes records and reports of the department, and enters records into the department computer. The employee of this class prepares correspondence for the Chief's signature, maintains department files, and acts as receptionist for the department. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Takes dictation and transcribes from notes, using longhand. Assist the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Completes personnel action forms required to report personnel actions to the civil service board. Completes all records required or assigned. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, by subject matter, or by code. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or

legal requirements. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Develops new procedures for office functions when necessary.

Prepares correspondence for the Fire Chief's signature. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Composes business letters using correct grammar and punctuation. Compiles and organizes data and writes reports. Prepares news release or any other type of official department statement for publication for the Fire Chief's review.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Assist in the preparation of the total departmental operating budget. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Compiles information to be used in developing the departmental budget.

Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation

requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

